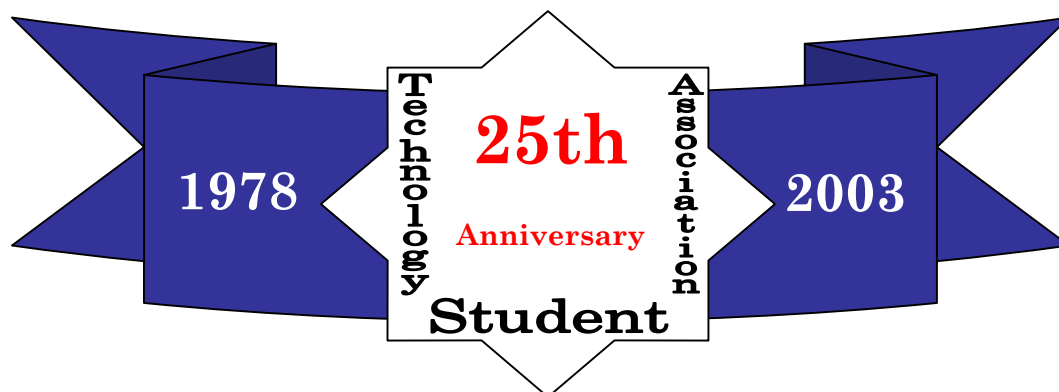# 5th Annual Missouri TSA State Leadership and Career Development Conference

April 3-5, 2003

Table of Contents

Technology
Student
Association

25th
Anniversary

1978   2003

1

About the Conference

Be sure to make copies of each form you complete for your records before sending them to Missouri TSA. If you have any questions about the conference, forms, or general information please don't hesitate to contact the state advisor's office.

ALL FORMS MUST BE TYPED
NO HANDWRITTEN FORMS WILL BE ACCEPTED

REGISTRATION:

> **NEW!!** Please complete the on-line Conference Registration at http://www.dese.state.mo.us/divvoced/tsa_student_conferences.htm.
> <u>**NOTE: The online registration will be available to chapter advisors from March 1st through March 24th, 2003**</u>. The on-line registration turns off automatically at 12:01 am Tuesday, March 25, 2003

The following items will be required at registration check in from 4:00 pm till 6:00 pm, Thursday, April 3, 2003.

1. Cash, Check, or Money Order for the exact amount of your chapter total registration. (total number of attendees X $40)

2. Signed 'Advisor Conference Contract' Fill in form.

3. Room assignment list to include the room number for each attendee (Advisors, Chaperones, Guests and Students).

4. Hotel Lodging and Room Assignment Fill in form

All word documents are in Adobe Acrobat protected format that can be utilized by using the tab key to move to the next cell. If you have any questions about the PDF format contact: Email to: dmiller1@mail.dese.state.mo.us or by phone at: 573.751.7764

NEW! Advisor's Conference Contract. This contract is to be completed by each advisor and mailed in with your conference registration packet.

 Judges Registration **Fill in form**

Don't Forget These Important Dates and Deadlines

Postmark Date	Person Responsible	Name of Form
January 10, 2003	Officer Candidates	Missouri State Officer Candidate Requirements and Filing Form Fill in form Due to State Advisor
January 28, 2003	Chapter Advisor	Chapter Affiliation to National TSA Office final deadline. (students not affiliated as TSA members will be ineligible to compete after this date)
March 1, 2003	Chapter Advisors	Advisor of the Year deadline Chapter Excellence program deadline TSA Honor Society applications deadline Achievement program deadline
(See Forms)	Chapter Advisor	Lodging Reservation Form Fill in form Judges Registration Form Fill in form
On-Line	Chapter Advisor	Conference Registration • High School • Middle School
http://www.dese.state.mo.us/divvoced/tsa_student_conferences.htm		
March 15, 2003	Chapter Advisor	Written registration refund request due to State Advisor

State Advisor Welcome

Welcome to the 5th Annual Missouri State Leadership and Career Development Conference and to Central Missouri State University and Warrensburg, Missouri. Thanks to the CERC (Curriculum Event Resource Committee) for their hard work and commitment to making the Missouri TSA State Conference experience a good one. Thanks to Dr. Michael Wright, Department Chair of Technology and Occupational Education at Central Missouri State University and his staff for their hard work in coordinating the campus facilities used during this conference and to his commitment to promoting Technology Education. Thanks to this years State Officer Leadership Team for their leadership and guidance as Missouri TSA leadership standards were raised again to a new level. A strong foundation and framework is continuing to be built that will move us to the future with even greater success.

Conference At-a-Glance

This conference schedule is provided so that advisors and students can make tentative plans for the daily activities. You will note that some events have specific check in times. Program changes may occur at the conference site and there will be a posted notice in a specified location during the conference. All of the events will occur in the Multi Purpose Building or Grinstead Building and the General Sessions will be held in the WC Morris Auditorium.

Thursday, April 3	
1:00 pm - 3:00 pm	**Missouri TSA Inc., Board of Directors meeting** and **State Officer Team meeting**
3:00 pm	**Lodging Check In:**
1:00 pm - 6:00 pm	State Officer Candidates setup campaign booths
4:00 pm - 6:00 pm	**Registration**
6:00 pm - 7:00 pm	**Event Check In: (GRINSTEAD BUILDING)** Prepared Presentation Extemporaneous Presentation
7:00 pm - 8:00 pm	**1st General Session**

	Written Tests High School:	Event Check In High School:
8:00 pm - 10:00 pm	**(WC MORRIS AUDITORIUM)** Chapter Team Comp. Const.& Trouble Shooting Construction Systems Cyber Space Pursuit Scivis Structural Engineering Technical Sketching & Applications Technology Bowl	TBA
	Written Tests Middle School:	**Event Check In Middle School:**
	(WC MORRIS AUDITORIUM) Chapter Team Computer Applications Electrical Applications Structural Challenge Technical Design Challenge Technology Bowl Challenge	TBA
10:30 pm - 11:15 pm	**Missouri District meetings** (all chapters meet in one of the nine district areas of Missouri to provide an opportunity for State Officer Candidates to campaign see map for your district)	
11:30 pm	**Curfew**	
Friday, April 4		
8:00 am - 10:00 am	**Written Test** (prior approval necessary) **CERC Advisory Team Meeting**	
10:00 am - 11:00 am	**Event Check In:** Challenging Technology Issues Electrical Applications Electronic Research and Experimentation Technology Challenge	
10:00 am - 1:00 pm	**Event Check In:** Desktop Publishing	

10:00 am - 3:30 pm	**Event Check In:** (bag lunch provided) Computer Aided Design 3-D Modeling Advanced Mechanical Advanced Architectural
10:00 am - 11:00 am	Prepared Presentation
10:00 am - 11:00 am	**Leadership Interest Session 1**
10:00 am - 12:00 pm	Computer Systems Trouble Shooting Construction Systems Technology Problem Solving Flight Endurance
10:00 am - 1:00 pm	Dragster Design
11:00 am - 12:00 pm	**Leadership Interest Session 2**
12:00 pm - 1:00 pm	Lunch (on your own, except where provided)
1:00 pm - 2:00 pm	**Event Check In:** Radio Control Transportation
1:00 pm - 2:00 pm	**Leadership Interest Session 3**
2:00 pm - 5:00 pm	**Event Check In:** Transportation Modeling
1:00 pm - 6:00 pm	Chapter Team
2:00 pm - 3:00 pm	**Leadership Interest Session 4**
3:00 pm - 4:00 pm	Engineering Design
3:00 pm - 4:00 pm	**Leadership Interest Session 5**
3:00 pm - 6:00 pm	Membership Recruitment Structural Engineering
4:00 pm - 6:00 pm	Technology Bowl Semi Finals
7:00 pm - 8:00 pm	Dinner (on your own)
8:00 pm - 9:00 pm	**Second General Session** Business Meeting
9:00 pm - 10:30 pm	Missouri TSA Mixer Hosted by the 2002-2003 State Officers and Chapter Advisors
9:00 pm - 10:30 pm	Missouri TSA Inc., Advisors meeting (ALL chapter advisors)
10:30 pm - 11:00 pm	Local Chapter Delegation meetings
11:30 pm	**Curfew**

Saturday, April 5	
8:00 am - 9:30 am	Technology Bowl Final Round
9:30 am - 11:30 am	**Final General Session** **Awards Ceremony**
11:45 am	Adjourn
Immediately following Awards Ceremony	***Required meeting with all advisors and student attending National TSA in Orlando, Florida.***
Immediately following National Conference meeting	***New Missouri TSA Inc., Board of Directors Meeting (Brief)***
Immediately following National Conference meeting	***New Missouri TSA 2003-2004 State Officers Meeting (Brief)***

Conference Management Staff

Missouri TSA is one of the fastest growing Career and Technical Student Organizations. We are proud to host the Missouri TSA State Leadership and Career Development Conference. The Conference management led by our TSA State Advisor Doug Miller, our CERC (Curriculum Event Resource Committee) Co-Chairs Charles Riggs and Jim Hogan, our TSA State Officer Team, and the staff of the Industrial Education Section of the Missouri Department of Elementary and Secondary Education.

Name	Responsibility
Industrial Education Staff	Registration, publicity, program, sponsors and accounting
CERC Team	Curricular Events, judges, and resources
2002-2003 State Officer Team	General Sessions and social activities
CMSU Staff	Facilities and management

Competitive Events

The 2000-2002 Curricular Resource Guide, High School program and the 2003-2004 Curricular Resource Guide, Middle School program, will govern the program of our competitive events for our 4th Annual Missouri TSA State Leadership and Career Development Conference. You can obtain both of these resource publications from National TSA at:
http://www.tsaweb.org/publications/tsapub.htm or by phone 703-860-9000.
These two documents cover all of the rules and specifications for every event scheduled for the conference. In addition, you may view a summary of the High School events at: http://www.tsaweb.org/competition/high.htm and Middle School events at: http://www.tsaweb.org/competition/middle.htm.

Advisors and students are encouraged to register for all of the events they plan to compete in as soon as possible. These forms are available on this web site at: http://www.tsaweb.org/publications/tsapub.htm.

We encourage each chapter advisor to keep changes, substitutions or additions to a minimum. All students must be affiliated through a local chapter, state delegation, and the national association to be eligible to attend and participate in our Missouri TSA State Leadership and Career Development Conference. **Chapter Advisors, please forward a copy of your official affiliation roster to Missouri TSA State Advisor by February 1, 2003.**

Our policy is to recognize the Top Ten finalists in each category scoring in the 80th percentile or above for the Awards Ceremony during our Saturday General Session of the Conference. Results of the events beyond the tenth place will not be available. The Top Ten Finalist will be posted on the Missouri TSA home page titled "Missouri TSA Gallery of Distinction".

Competitive Event Themes

Levels of Competition

The categories used for competitive event grade level requirements are as follows:

- Level I -- Middle School - Grades 6 thru *9
- Level II -- High School - Grades *9 thru 12

*Ninth graders compete at the level for which the chapter affiliates. If the 9th grade is housed at the high school level then the student competes at the high school level. If the 9th grader is housed at the middle school then the student competes at the middle school level. If you have any questions about the ninth grade category contact the State Advisor or CERC Chairman.

HIGH SCHOOL PROGRAM: 2003

Architectural Model :	Participants (one individual or group per chapter) develop a set of architectural plans and reference materials for an annual architectural design challenge and construct an architectural model to represent and accurately depict their design. In 2003, participants design a new high school that meets current and future changes in technology for a population of up to 800 students. In 2004, participants design a technology education facility (one or more rooms) that meets the requirements in the Standards for Technology Literacy.
Imaging Technology	"America the Beautiful"
Prepared Presentation	"TSA, Unveiling the Potential in You"
Promotional Graphics	"TSA-Visualizing the Next 25 Years of Excellence"
Technical Research and Report Writing	"Genetic Engineering" **Subtopics:** • Medical opportunities and risks • Agricultural opportunities and risks • Ethical issues
Technological Systems	"Alternative energy sources appropriate to your geographical region"
Transportation Modeling	Design an emergency vehicle

MIDDLE SCHOOL PROGRAM: 2003

Graphic Design Challenge	"TSA-Visualizing the Next 25 Years of Excellence"
Inventions and Innovations	"Agri-biotechnology"
Prepared Speech	"TSA, Unveiling the Potential in YOU!"
Technical Writing Challenge	"Genetic Engineering" **Subtopics:** • History and evolution • Medical opportunities and risks • Agricultural opportunities and risks • Cloning • Ethical issues

Event Check In

If a student is competing in one the events listed below then they will need to personally check in during the designated time on Thursday, April 3rd. See times below for specific event check in times, the remaining events are listed in the program to be distributed during conference registration check in. **Events in Bold type are check in and competition**. All events times and locations are subject to change and or cancellation, please check the announcement board in the hall outside the Missouri TSA Headquarters area during the conference for updated information.

Event	Check In Day/Time
Prepared Presentation	Thursday 6:00 pm - 7:00 pm
Extemporaneous Presentation	Thursday 6:00 pm - 7:00 pm
Events without a specified time	Thursday 8:00 pm - 10:00 pm
CERC Advisory Team Meeting	Friday 8:00 am – 10:00 am
Technology Challenge	Friday 10:00 am - 11:00 am
Desktop Publishing	Friday 10:00 am - 10:30 am

Dragster Design	Friday 10:00 am - 1:00 pm
CAD	Friday 10:00 am - 3:30 pm
Radio Control Transportation	Friday 1:00 pm - 2:00 pm
Transportation Modeling	Friday 2:00 pm - 5:00 pm

Judges Event Registration

Have you ever thought about becoming involved in judging competitive events? Well, we have just the opportunity for you to judge a competitive event at the Annual Missouri TSA State Leadership and Career Development Conference, April 3-5, 2003, at Central Missouri State University in Warrensburg, Missouri. You will be providing a valuable service to students who are striving for excellence and the opportunity to attend nationals. We appreciate judges paying their own expenses to minimize the expense to the students. We ask that you complete the Judges Registration Form and forward it to:

Doug Miller
Supervisor of Technology Education
Missouri Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480
Email to: dmiller1@mail.dese.state.mo.us

Attendance Criteria

The Missouri TSA, Inc., Board of Directors recommend that there be a minimum of one adult advisor or chaperone for every ten student delegates. All advisors, chaperones, or sponsors must register for the conference, pay the registration fee, and be in attendance the duration of the conference.
Each Missouri TSA participating member must meet the criteria below to be eligible to attend the conference.

- Be a current member in good standing of local, Missouri, and National TSA. Membership must be on record with the Missouri and National TSA and verified by the signatures of the chapter advisors on the registration forms.
- Have the written approval of the school administration.
- Have the written approval of parent or guardian.
- Provide your local advisor with a medical release form provided by your local school district.

Dress Code

The official TSA dress and casual TSA wearing apparel are considered appropriate dress for all TSA activities and conferences. It is the responsibility of the advisors to see to it that their delegates comply with the following dress code:

- Official TSA Attire (most formal):
  Blazer: navy blue with Official TSA patch
  Tie: scarlet red imprinted with the Official TSA logo (for males and females)
  Shirt or blouse: white, button-up with turn down collar
  pants or skirt-light gray
  Shoes: black dress shoes (unacceptable: athletic shoes, combat or work boots,
  Sandals: females only may wear black open toe shoes or sandals
  Dark Socks: males only (black or dark blue)
- Professional Attire (less formal):
  Shirt: males or females, button-up with turn-down collar (unacceptable: t-shirt, polo or golf shirt)
  Blouses: females only
  Tie: males required, females optional
  Dress pants: (unacceptable: jeans, baggy pants, exterior pocket pants)
  Dresses/skirts: female only (length with the tips of one's fingers)
  Dark socks: males only (black or dark blue)
  Shoes: dress shoes or boots (unacceptable: athletic shoes, combat or work boots)
  Sandals: females only may wear open toe shoes or sandals
- Casual Attire (least formal:
  Same as professional attire, however a tie is not required, and the shirt or blouse may be a polo or golf shirt. (unacceptable: t-shirt or shorts)
- All registrants must wear Conference ID badges with neck lanyards during all conference activities.

Rules Interpretation Panel

The Missouri TSA CERC Team presides at all Missouri TSA State Conferences. Members of this team are available at the conference to answer any questions that you may have concerning all event, rules and regulations. If an interpretation of an event is necessary, they will convene a review team of CERC members to interpret the question in a closed meeting. They are the sole authority of the events and they are to insure consistent and fair interpretation. There is no interpretation of the event rules and procedures beyond their written guidelines and instructions.

CODE OF CONDUCT

STUDENT ATTENDEES
1. I will, at all times, respect all public and private property, including the hotel or motel in which I am housed.
2. I will spend each night in the room of the hotel or motel to which I am assigned.
3. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
4. I will <u>not</u> remain in the sleeping room of the opposite sex unless the door is completely open at all times, unless the person is my legal spouse.
5. I will <u>not</u> use alcoholic beverages. I will not use drugs unless I have been ordered to take certain prescription medications by a licensed physician. If I am required to take medication, I will, at all times, have the orders of the physician on my person.
6. I will <u>not</u> leave the hotel or motel without the express permission of my local chapter advisor. Should I receive permission, I will leave a written notice of where I will be.
7. My conduct shall be exemplary at all times.
8. I will keep my advisor informed of my whereabouts at all times.
9. I will, when required, wear my official identification badge.
10. I will respect official TSA dress and not use tobacco products during any TSA activity.
11. I will attend, and be on time for, all general sessions and activities that I am assigned to and registered for.
12. I will adhere to the dress code at all required times.

Violations of Items 1 through 6 of the "Code of Conduct" will be grounds for disqualification, immediate removal from office or competition and relinquishment of awards and recognition. In addition, the violator will be sent home at his or her own expense. Notification of the violation and the action taken will be sent to the participant's local school district administrator and parents or guardians.

The participant's entire voting delegation could be unseated due to the violation, and the candidates or competitors from the participant's local school and chapter could be disqualified as well. Violations of Items 7 through 12 will result in a warning and reprimand. Notification of the violation and the action taken will be sent to the participant's local school district administration and parents or guardians. Repeated violations of Items 7 through 12 may result in the participant being sent home at his/her own expense.

ADVISOR ATTENDEES

- Advisors shall conduct periodic meetings with their student delegates and voting delegates for the purpose of reviewing the many conference activities for participants, obtaining progress reports, emphasizing time schedules, sharing successes and, overall, to ensure that the students are taking full advantage of the conference and its activities.
- All Medical Forms or School Liability Forms will be in the advisors possession at all times.
- Advisors shall keep an agenda for their own time and give it to their students so that the advisor may be reached during the conference at any time.
- Each advisor shall be responsible for seeing that participants adhere to all code of conduct practices and procedures as published in this book.

The rules, as stated in this Code of Conduct and in the Dress Code are called to your attention for review and apply to advisors as well as students.

All Missouri TSA lead Advisors/Chaperones are required to complete the "Advisor Conference Contract" and turned in during on-site registration. You can locate this form by clicking on the following PDF link: Advisor Conference Contract

Insurance Coverage

All conference participants are advised that personal items which are brought to the conference are the sole responsibility of the attendee who brings that item. If you bring items of value you are responsible for their safe keeping at all times during the conference. This includes items used during the competitive curricular events.
Missouri TSA accepts no responsibility for lost, misplaced, or stolen items and will not replace them. This policy includes all attendees to this conference.
The conference insurance purchased by Missouri TSA Inc., is limited to that which is required by law for such student events or activities.

Conference Highlights

Awards and Recognition

Awards and Recognition

Advisor of the Year Award	Chapter Excellence Awards
TSA Technology Honor Society	TSA Achievement Awards

It is our opportunity to recognize an outstanding teacher from Missouri TSA each year at our State Conference. Missouri TSA recognizes Chapters that exhibited excellence for a job well done by its membership.

Involve your students in the TSA Technology Honor Society and the TSA Achievement Program by completing the applications in the Curricular Resource Guides available from TSA. The deadline for all of these applications for awards are due in the state office by February 1st.

Guest Speaker
We search for an exciting and enthusiastic speaker that will inspire you and your chapter to reach for excellence. This year is no exception, we have a guest speaker who has a passion for TSA and its values for all students who participate in this great organization.

Special Interest Sessions:	Social Activities:
We are proud of our Missouri TSA Conference and its opportunities for students to pursue excellence in all aspects of career development. Students have many opportunities to stretch their potential through participation in curricular events, leadership training, public speaking, problem solving, and a host of other experiences designed to encourage achievement.	Missouri TSA Mixer is scheduled for Friday evening from 9:00 pm - 10:30 pm. This is an opportunity for Missouri TSA members to mingle with friends old and new while listening to music. The Missouri TSA State Officers Team and The Missouri Department of Elementary and Secondary Education's Industrial Education staff will be hosting this experience for your pleasure. *(The annual Corporate Board Meeting for Missouri TSA Inc., will be meeting during this time, this is all local chapter advisors).*
Expo Exhibits:	Sponsors
This is a new area of development for our State Conference and we encourage all participants to attend sometime during Friday's Conference activities. There will be several vendors and educational representatives available to answer questions and provide information and products for the field of Technology.	

General Sessions

We are experiencing something exciting as we have made history each year four years consecutively in TSA. We have seen our membership double each year and our student membership rise from 126 in the year 1998 to over 3600 in the year 2002. The Missouri TSA Inc., Board of Directors would like to encourage each chapter to began the construction of a chapter banner which will measure 3' x 4' and be able to be stored quickly and easily for use during general sessions and competitive team events.

Opening General Session	7:00 pm - 8:00 pm Thursday, April 3, 2003

Our Missouri State Conference begins with an exciting video presentation about TSA and the National Anthem presentation on a trumpet by a Missouri student, and then followed by the Missouri National Guards presentation of Colors.
Our guest speaker will address the assembly with a motivational and enthusiastic presentation.

Second General Session	8:00 pm - 9:00 pm Friday, April 4, 2003

Vote for your Missouri TSA State Officer Candidates 2003-2004!!

Our Missouri TSA State Officer candidates for 2003-2004 are presented to the assembly to respond to specially selected questions by the current State Officers. This is the business session of our Missouri TSA where resolutions, amendments, and special recognitions are entertained.

Third General Session	9:30 am - 11:30 am Saturday, April 5, 2003

This is the most celebrated and anxiously awaited moment of the conference. This is the Awards Ceremony to recognize the Top Ten finalists in each event. In addition, the 2003-2004 Missouri TSA State Officer Team will be introduced and installed during this session. Special closing remarks by our outgoing Missouri TSA State President, Allison Cook from Adrian High School and the adjournment of the 2002-2003 State Conference.

Conference Registration

Chapter Advisors - **(Must contact State Advisor for an extension)**. Refunds will be granted only to members who provide a written request to the Missouri State Advisor postmarked by March 8, 2003. All of our conference activities and facilities costs are determined by the number of attendees, so it is beneficial to you and your students to help us control costs by accurate and correct information for your registration. **NOTE: The online registration will be available to chapter advisors from March 1st through March 24th, 2003**.

Be sure to select the correct registration page for middle school or high school students. It is very helpful to make sure the information on the registration web site is accurate and spelled correctly. Please print and retain a copy for your records.

Fees are:

Pre-Registration post marked by March 8, 2003	$ 40.00
Late or On-Site Registration add per person	$ 10.00

All refunds will be mailed after the conference and a 50% cancellation fee will be deducted accordingly. There will be **no refunds issued** for schools failing to contact the state advisor after the March 8, 2003.

Warrensburg Maps and Lodging Information

For information about Warrensburg, Missouri you can select from the following choices to assist you in coordinating your conference experience:

Hotel Lodging and Room Assignment Form (PDF)
Fill in form

Chamber of Commerce   Accommodations

Restaurants   City Map

CMSU Campus Map

Voting Delegates

The number of voting delegates for each chapter is based on the Missouri TSA Bylaws (student version) Article IV, Section 2, which states: Each chartered chapter is entitled to two (2) voting delegates for every ten (10) members for the purpose of transacting business of Missouri TSA. In case of a delegate's inability to attend, an alternate local delegate may be appointed by the local chapter's advisor.

Designated voting delegates must be in attendance for each chapter to receive its allowable number of voting delegates. Each voting delegate will receive a delegates ribbon to attach to his or her nametag and only the voting delegates will be seated in the designated area during the business session.

Missouri TSA Inc., Corporate Board Meeting

We will convene the 4th Annual Missouri TSA Inc., corporate board meeting at 9:00 pm - 10:30 pm simultaneously to the recreational activity for the student members at the Annual Missouri TSA State Leadership and Career Development Conference. Each affiliated Missouri TSA chapter lead advisor is a corporate member of Missouri TSA Inc., and they are eligible to attend this meeting. This corporate board makes decisions concerning policies and guidelines of our Missouri TSA activities and events. In order to provide the opportunity to all advisor/corporate members, the 2002-2003 state officer team and selected chapter advisors will host and sponsor the "Missouri TSA Mixer" running in conjunction with this meeting. To view information about the corporate board meeting check out the following items:

[Corporate Board Meeting Agenda](#)   [Missouri TSA Inc., Bylaws](#)

[Board of Directors](#)